

## Greetings GTCC Coordinators and Auditor.

This month's newsletter will not be as long or flashy since we are very busy preparing for the GSA SmartPay2 Conference in Las Vegas, August 15-18 and the upcoming hierarchy restructure.

For those coordinators who have obtained unit funds to travel to this GTCC event, please be sure to let us know you will be attending so we can include you on the communications and agenda. We also need to be sure we have enough materials on hand for everyone. More information below.

Please utilize our website to locate messages regarding GTCC, SATO and other travel matters. <http://www.uscg.mil/psc/bops/govtrvl/> Please let us know if you have comments or input on this website.

We are still dealing with transfer season, so be sure to monitor your hierarchy, and manage check in and check outs. As people transfer, credit limits may also be reviewed for necessity.

Have you been receiving questions from cardholders asking why their account has been closed? We recently closed over 3000 accounts for those who did not heed the email warnings and requested they activate their account. Any accounts that have been closed due to non-activation will require a new application, not a reinstatement. COMDTINST 4600.14B requires the cardholder to immediately activate their new card.

As we move forward with email alert set ups in PaymentNet, we need your attention to detail to ensure the cardholder profile with the email address is correct. Otherwise any automatic generated alerts will not reach the cardholder. Each time you access an account, take a second to ensure the email address has been populated.

For those attending the GSA SmartPay2 Conference in August, a few things to keep in mind:

- For GTCC program funded TONOS, submit your TPAX authorization orders to [ARL-PF-CGPSC-JPMC-GTCC@uscg.mil](mailto:ARL-PF-CGPSC-JPMC-GTCC@uscg.mil) for accountability and audit purposes.
- Business casual attire is permitted (i.e. polo shirt/khaki pants, but no t-shirts/shorts).
- Course schedules can be viewed and arranged on the GSA conference website:
  - <http://www.gsasmartpayconference.org/2011gsa/training.asp>
- Plan to arrive no later than 1130 on Monday, August 15 to the San Polo room for the CG specific instruction.
- Conference attendance will be monitored
- Provide input on agenda topics.

If you should have any questions regarding any of this information, please don't hesitate to contact us for assistance.

Thank you,